

Please Direct C of O Inquiries to:  
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Permit Counter questions?  
[WWW.COTDSDPermits.Gov](http://WWW.COTDSDPermits.Gov)  
 PRO – Property Research Online  
[WWW.Tucsonaz.Gov/PRO](http://WWW.Tucsonaz.Gov/PRO)

**Mission Statement ~**

*Facilitating a safe,  
attractive and  
Sustainable community.*



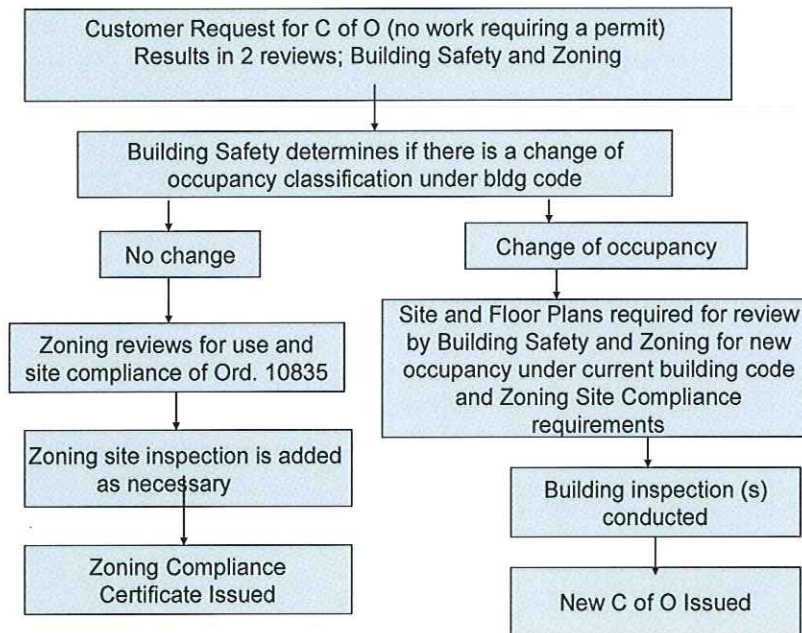
# CERTIFICATE OF OCCUPANCY

## FOR EXISTING BUILDINGS





## Planning & Development Services Department Certificate of Occupancy Information



When an Applicant comes in for a new Certificate of Occupancy after purchasing a new business or opening a business in a former space, they will be asked some specific questions. If the Use and Occupancy Classification remain the same and no new work is being done, a new C of O is not needed.

**Type of Use** - This is a Zoning Land Use Group which specifies Site compliance per the Tucson Code, Chapter 23, Land Use Code Article V, and Division 3.

**Occupancy Classification** - Classifications are based on the International Building Code, i.e. Office space is classified as a "B", and Retail space is classified as an "M". If the classification is remaining the same, a new C of O may not be required.

**New work** – No new work may be done in the tenant space without a Building permit per the current building code. Paint, carpet and tile are exempt.

**If the following criteria are met:**

- **No new work being done**
- **No Change of Building Occupancy Classification**
- **No Change of Land Use or a change that would meet Zoning Compliance per Ordinance 10835**

**Then a "New" Certificate of Occupancy is not a requirement. The current Certificate for the business is still valid.**

*"Tailoring programs to meet our community's needs."*

*~ Ernie Duarte, Director  
Planning & Development Services*